Revised Activity/Project Setup Request form

One of the attributes of each activity/project in our Peoplesoft system is called the Function/Sub-Function code – also known as Program/Program Class. It is used to describe the predominant functional usage of expenditures made against the associated activity/project. This code is used for both federal and state reporting purposes.

Historically, this code has been assigned by our General Accounting office. Going forward, we would like the campus departments to have a more direct say in what this code should be.

Beginning November 1, 2017, all new activities and projects will be created using a revised Activity/Project Setup Request form. This form will now REQUIRE a valid entry for both the Function and the Sub-Function code. Drop down menus will be provided on the form for you to make a selection from. Links to the definitional statements for each Function and Sub-Function value can be accessed directly from the form. Filling in these code valuations will help us keep and maintain the proper coding, which becomes so important in our federal and state reporting obligations.

Thank you for your help in raising the quality of our financial data elements. This effort will go a long way towards improving reporting overall. If you have questions or need further help in interpreting some of the definitional statements, please contact the accountant at the bottom of the management report or General Accounting.
### Functional Group definitions

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Group</td>
<td>A group of related functions that are performed to achieve a specific objective.</td>
</tr>
</tbody>
</table>

### Sub-Function definitions

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Function</td>
<td>A specific task or activity within a functional group.</td>
</tr>
</tbody>
</table>
### Function / Sub-Function Attributes

<table>
<thead>
<tr>
<th>Definitions</th>
<th>Select Functional Group</th>
<th>Select Sub-Function</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Activity</td>
<td>Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Institutional Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Operation &amp; Maint of Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific Source</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scholarships &amp; Fellowships</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Instruction

**Purpose of Activity/Project including restrictions on expenditures.** (Must be)
- 0100 - General Academic Instruction
- 0200 - Vocational/Technical Instruction
- 0400 - Community Education (DCE)
- 0500 - Preparatory/Remedial Instruction
- 0600 - Educ Service Agreements - on campus
- 0609 - Educ Service Agreements - off campus

**Specific Source of Revenue (Include initial and future funding sources)**
- 0609 - Educ Service Agreements - off campus

### Research

**Purpose of Activity/Project including restrictions on expenditures.** (Must be)
- 1010 - Individual & Project Research - on campus
- 1019 - Individual & Project Research - off campus
- 1020 - Institutes & Research Ctrs - on campus
- 1029 - Institutes & Research Ctrs - off campus
- 1040 - Departmental Research

**Specific Source of Revenue (Include initial and future funding sources)**
- 1029 - Institutes & Research Ctrs - off campus

### Public Service

**Purpose of Activity/Project including restrictions on expenditures.** (Must be)
- 1510 - Community Service - on campus
- 1519 - Community Service - off campus (incl. IPA)
- 1520 - Cooperative Extension Service
- 1530 - Public Broadcasting Services
- 1580 - Private Practice Income

**Specific Source of Revenue (Include initial and future funding sources)**
- 1580 - Private Practice Income
### Academic Support

Purpose of Activity/Project including restrictions on expenditures. (Must be)

Specific Source of Revenue (Include initial and future funding sources)

- 2000 - Museums and Galleries
- 2010 - Libraries
- 2030 - Educational Media Services
- 2040 - Academic Computing Support
- 2050 - Ancillary Support (Org Activ)
- 2060 - Acad Admin & Personnel Dev
- 2070 - Course & Curriculum Development
- 2080 - Recharge Centers

### Student Services

Purpose of Activity/Project including restrictions on expenditures. (Must be)

Specific Source of Revenue (Include initial and future funding sources)

- 2510 - Student Services Admin
- 2520 - Social & Cultural Development
- 2530 - Counseling & Career Guidance
- 2540 - Financial Aid Administration
- 2550 - Student Admissions
- 2560 - Student Records

### Institutional Support

Purpose of Activity/Project including restrictions on expenditures. (Must be)

Specific Source of Revenue (Include initial and future funding sources)

- 3010 - Executive Management
- 3020 - Fiscal Operations
- 3030 - Administrative Computing Serv
- 3040 - Community & Alumni Relations
- 3110 - Employee Personnel & Records
- 3120 - Space Management
- 3140 - Gen Admin & Logistical Service
- 3150 - Public Relations/Development
<table>
<thead>
<tr>
<th>Definitions</th>
<th>Select Functional Group</th>
<th>Select Sub-Function</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Operation &amp; Maint of Plant</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Purpose of Activity/Project including restrictions on expenditures. (Must be 3510 - Physical Plant Administration
| 3520 - Building Maintenance
| 3530 - Custodial Services
| 3540 - Utilities
| 3550 - Landscape & Grounds Maintenance
| 3560 - Major Repairs & Renovations
| Specific Source of Revenue (Include initial and future funding sources) |
| Definitions | Select Functional Group | Select Sub-Function | Definitions |
|             | **Scholarships & Fellowships** |                     |             |
| Purpose of Activity/Project including restrictions on expenditures. (Must be 4000 - Scholarships and Fellowships
| Specific Source of Revenue (Include initial and future funding sources) |
| Definitions | Select Functional Group | Select Sub-Function | Definitions |
|             | **Other** |                     |             |
| Purpose of Activity/Project including restrictions on expenditures. (Must be 6000 - Auxiliary Enterprises
| 8000 - Hospital
| 9000 - Non-Current Funds
| Specific Source of Revenue (Include initial and future funding sources) |